



Tuesday 26th February 2019

Notice is hereby given that there will be a meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 4 MARCH 2019** at **6.30PM** to consider matters set out in the following Agenda.

Committee: Cllrs C Blanchard-Cooper
(Chair), Ayres, Buckland,
Chester, Tandy, Warren QVRM

PETER HERBERT
Town Clerk

AGENDA

2018/2019

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Warren QVRM is a Member of Arun District Council
- Cllr Ayres is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. **MINUTES**

To confirm the Minutes of the meeting held on Monday 4th February 2019, circulated herewith (pages 4 - 12). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. **CHAIR'S REPORT AND URGENT ITEMS**

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **PLANNING AND OTHER ARUN DISTRICT COUNCIL MATTERS**

8.1 **Planning Applications** – Lists 6,7,8 and 9 if available, Appendix 1 (pages 13 – 14).

8.2 **Planning Application LU/310/18/PL 1 Arcade Road Littlehampton**

the Town Council have commented on the above application on the basis that the site lies in Flood Zone 3 and the application lacked a formal flood risk assessment. The Environment Agency (EA) have however responded to the application and consider the layout of the scheme acceptable. The Town Council is asked if it would be prepared to withdraw its objection. Details of the Town Council's response, the information from the EA and the planning statement by the applicant are attached for information (pages 15 - 21).

8.3 **Notice of Written Question** – Pursuant to Section 8b of the Town Council's Standing Orders the following question has been submitted to the Committee by Councillor Chester who asks: *'Following the statement by the Cabinet Member for Planning at Arun at Full Council on the 20th February that they had not received a single complaint about the display of planning notices can I have an assurance that the issues raised about this at our last meeting, and on many occasions previously, have been communicated to the District Council?'*

Members are reminded of the procedure for handling requests of this nature as prescribed in Section 8 of the Town Council's Standing Orders:

- a) A Councillor may seek an answer to a question concerning any business of the Council not otherwise covered on the agenda at a Full Council meeting provided three clear working days' notice of the question has been given to the Town Clerk, as the Proper Officer.
- b) A Councillor may seek an answer to a question concerning any business of a Committee of the Council at a meeting of that Committee

provided that three clear working days' notice of the question has been given to the Town Clerk, as the Proper Officer.

- c) *Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.*
- d) *Every question shall be put and answered without discussion.*

9. TRANSPORTATION AND OTHER WEST SUSSEX COUNTY COUNCIL MATTERS

9.1 Number 15 Bus Service – oral update if available.

10. MASTERPLAN – NORTH LITTLEHAMPTON

11. EXEMPT BUSINESS

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 4 FEBRUARY 2019 at 6.30PM

Present: Cllrs C Blanchard-Cooper
(Chair), Ayres, Buckland,
Chester, Tandy, Warren
QVRM. The Mayor
attended Ex-Officio.

2018/2019

146. EVACUATION PROCEDURES

The evacuation procedures were noted.

147. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

148. APOLOGIES

There were no apologies.

149. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted. In addition, Councillors C Blanchard-Copper and B Blanchard-Cooper declared personal interests in planning application LU/371/18/HH, 50 St Floras Road, as the applicant was a family acquaintance.

150. MINUTES

The Minutes of the meeting held on Monday 7th January 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

151. CHAIR'S REPORT AND URGENT ITEMS

There were none.

152. PUBLIC FORUM

There were 3 members of the public present.

- 152.1** Mr Green of Armstrong Simmonds Architects addressed the Committee regarding planning application LU/328/18/PL, 90/91 South Terrace. Speaking on behalf of the applicant and recalling the history of the application, Mr Green described the changes that had been made

to the design of the southern elevation. This included the decision to reinstate the original features such as the French doors and balcony so that the design was now visually identical to the original. Regarding the nature of the materials that would be used on the development, he confirmed that they would also match the original. It was therefore considered that the Town Council's concerns that the design was not in keeping with the character of the surrounding area had been addressed. Turning to the concerns regarding parking, Mr Green stated that the provision of four spaces, although two less than recommended in the current guidance, was an improvement on the shortfall that had existed when the building was used as a club. He therefore asked the Committee to lift its objection to the planning application.

The Chairman thanked Mr Green for his comments, which were noted.

152.2 Mr Terry Ellis addressed the Committee on a number of points. Regarding the recent traffic accident on Floyds Corner, Mr Ellis stated this was thought to have been due to a vehicle incorrectly turning at the one-way system junction with Surrey Street. He reiterated his call for a Road Traffic Officer to attend a meeting and asked that additional signage be explored at the junction and at the junction of River Road and Terminus Road where there were similar issues with traffic travelling in the wrong direction. He presented the Committee with photographic evidence of a planning notice that had been cello taped to a wall. He stated that in his view this was not acceptable, he asked that it be raised with the District Council. Finally, regarding the supplementary planning list, Mr Ellis asked if this could be displayed on the website in advance of the meeting.

152.3 Taking Mr Ellis' comments in the order in which they had been raised, it was noted that research regarding the road traffic regulations continued. They were extremely complex, and enforcement was between the District Council in terms of illegal parking and the Police in respect of speeding, breaching road traffic regulations and antisocial driving. Officers would continue to press for a Road Traffic Officer to attend a Committee meeting and in the meantime, the public were requested to report road traffic violations via the Operation Crackdown mechanism with Sussex Police. Regarding the planning notices, the Committee shared Mr Ellis's concerns and considered it appropriate that a letter be sent to the District Council, presenting the photographic evidence and seeking changes to this practice and more robust methods for displaying the notices. The Committee also agreed that uploading the supplementary list onto the Town Council's website would be explored.

153. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

153.1. Planning Applications – Lists 2, 3, 4 and 5

It was **RESOLVED** that:

The representations of the Council
(appended to these Minutes as Appendix
1) be forwarded to Arun District Council.

**153.2 Planning Application LU/3/19/PL - Empty Supermarket Premises
Avon Road, Littlehampton BN17 6AT**

153.2.1The Committee received and considered a planning application (previously circulated) which proposed the demolition of the existing empty supermarket building and redevelopment of the site including the car park opposite. The plans envisaged two blocks of flats, comprising 83 one and two bedroomed apartments, flexible retail space, 41 car parking spaces and cycle parking. This was a prominent site in the Town which had been unoccupied for over three years since the Waitrose supermarket had vacated it in 2015.

153.2.2The Committee proceeded to consider the application in more detail and in the context of the policies defined within the Arun Local Plan (the Plan). It was considered that despite the pre-planning discussions that had taken place with the local planning authority, the redevelopment failed to meet the requirements of several Plan Policies and the Committee strongly objected to the plans on several grounds.

153.2.3Observing that the amount of retail space at the site had been severely scaled back, the proposals were not considered to be in conformity with Local Plan Policy RET SP1. Reducing such a prominent retail site failed to acknowledge the importance of shopping, together with a balance of other activities, to support the economic resilience of the Town Centre. They also failed to support Littlehampton's role as the main service, employment, retail and social centre as stated in Local Plan Policy SD SP1a or Local Plan Policy EMP SP2. It was also considered that the plans did nothing to improve the vitality of the town centre and reduced the level of town centre parking.

153.2.4The design, by virtue of the height of the two blocks of flats which were also adjacent to the East Street conservation area, would considerably change the character of the Town Centre. They were therefore also considered to have failed to meet Plan Policy RET DM1 as they were not judged to be of a sufficiently high standard of design and lacked due regard to the character of the site and its surroundings.

153.2.5Examining the housing tenure in more detail, it was considered that the proposals failed to accord with Local Plan Policy H DM1 because they did not provide a tenure mix appropriate to the needs of Arun as stated in the published Strategic Housing Market Assessment. This identified a need for 51% of housing developments in Arun to be three bedrooms or greater. Given the upsurge in the redevelopment of other retail sites in the Town into flats, this proposal was not considered to meet this policy as it was comprised entirely of flats of two bedrooms or

fewer. Indeed, it was observed that an opportunity had been lost to transform the site and create more much needed family housing that could also be more in keeping with the nearby conservation area.

153.2.6 Apart from the empty retail unit, the site currently contained public car parking which had recently been re-opened. This clearly demonstrated that there was a need for greater public car parking provision in the area, not less which is what would happen if the application was permitted. It was also observed that there was no provision for the delivery vehicles that would doubtless be required to support the commercial activity. In this respect, the proposal failed to conform to Local Plan Policy T DM2 as it did not demonstrate satisfactorily that the resultant loss of parking provision was acceptable. It also failed to conform to Local Plan Policy 22 in so far as the proposed number of parking spaces were deemed wholly inadequate. Not only would they fail to accommodate forecast requirements for both off and on street parking, nothing was proposed to effectively manage the consequence of under provision of car parking spaces in the Town Centre once the scheme was fully occupied. Members also questioned whether underground car parking had been considered.

153.2.7 Finally, it was observed that the District Council's Statement of Community Involvement actively promoted pre-planning engagement with local communities as well as the local planning authority. Whilst acknowledging that the site was in urgent need of redevelopment, Members judged that an opportunity to create a more sustainable mixed-use and aesthetically sympathetic development had been lost by not engaging with the community at an early stage. The Committee therefore **RESOLVED** to:

Object to the planning application and that the representations of the Committee as set out in Minutes 153.2.2 to 153.2.7 above be forwarded to Arun District Council.

153.3 Local Plan Update

The Committee were asked to consider and comment upon a draft proforma (previously circulated) which would form part of the evidence base for the preparation of the Non-Strategic Sites Development Plan Document. Members proceeded to comment on several aspects of the draft and highlighted concerns about what was considered the unrealistic phasing of the development of the West Bank on the grounds that it would require significant infrastructure to make the area developable. Regarding the land South of The Littlehampton Academy, it was noted that the site had previously been considered suitable for the relocation of emergency services. Regarding further development at Patterson Wilson Road, it was noted that land here was currently utilised by visitors at the local school. It was observed that, if developed this would displace cars in an area already struggling with issues around car parking. With the number 15 bus service coming to an end,

this would also need to be reflected in the list of public transport. The Courtwick Lane commercial area also needed to be added to the list of employment areas. It was agreed that any further comments be submitted to the Democratic Services Manager by Thursday 7th January 2019. It was therefore **RESOLVED** that:

Comments be collated and forwarded to the District Council to meet their deadline of Friday 8th February 2019.

154. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

154.1 Number 15 Bus Service

The Committee received an oral update on progress with establishing a new Community Transport service around a school transport scheme. The County Council were working towards setting up a pilot. A more detailed report with funding proposals for a sperate shopping service would be considered by the Community Resources Committee at their next meeting. Members emphasised the importance of giving users enough notice regarding the withdrawal of the Number 15 service. It was **RESOLVED** that:

The update be noted.

155. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next meeting of the North Littlehampton Steering Group would be held on Wednesday 27th February 2019.

156. EXEMPT BUSINESS

There was none.

The meeting closed at 8:22pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

Page 1 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
2	Courtwick with Toddington	MA	LU/366/18/PL	Enclosure of vacant land to form part of garden	The Lodge Courtwick Lane Littlehampton BN17 7PA	No objection
3	River	IB	LU/5/19/PL	First floor extension over existing single storey store to accommodate additional store with external staircase. This application is a Departure from the Development Plan	Harbour Park Arun Parade Littlehampton BN17 5LL	No objection
3	River	IB	LU/1/19/PL	Amendments to the internal plan of the approved two storey house at the rear of 70 High Street and enlargement of approved roof terrace (Note: see consent ref: LU/220/18/PL)	70 High Street Littlehampton BN17 5DY	No objection
3	River	IB	LU/378/18/HH	Loft Conversion with Dormers Front and Rear	35 Highdown Drive Littlehampton BN17 6HH	No objection
3	Beach		LU/377/18/HH	Two storey side extension, conversion of garage to habitable use and detached garage	50 St Floras Road Littlehampton BN17 6BB	No objection However, observing that landscaping work would be required, the Committee sought a condition that any tree works be submitted to the Local Planning Authority for approval.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

Page 2 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
3	Courtwick with Toddington	MA	LU/379/18/RES	Approval of reserved matters following outline consent LU/47/11/ for 50 No. dwellings. This application may affect the setting of a listed building	Parcel A2/B6 Hampton Park Toddington Lane Littlehampton BN17 7PL	Objection: on the grounds that if permitted, it would have an adverse impact on the residential amenity (visual and noise) of the flats to the eastern boundary of the new road and the houses and play area on the western boundary by virtue of the elevation of the new road at this point. It was also concerning that the plans failed to take into consideration the existing properties on the western boundary of parcel A2 in Mill Lane, some of which did not feature on the plans, and made it impossible to judge the impact of the proposals on existing residents in Mill Lane.
4	Brookfield	FT/MW	LU/10/19/HH	First floor side extension	2 Horsham Road West Littlehampton BN17 6DL	No objection
4	Courtwick with Toddington	MA	LU/2/19/PL	Extension to existing warehouse with re-cladding of existing brick built unit to match (resubmisison following LU/334/17/PL).	Unit 1 Lineside Way Lineside Ind Estate Littlehampton BN17 7EH	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
4	River	IB	LU/19/19/PL	Change of use from shop (A1 Shops) to dwelling (C3 Dwellinghouse), including extension to front of property & new fenestration to western, eastern & southern elevations.	44 East Ham Road Littlehampton BN17 7AP	No objection
5	River	IB	LU/328/18/PL	Change of use from existing leisure use (except lower ground floor which will retain leisure use) to 8 No flats to include extension to form new first floor, alterations to roof space including creation of dormer windows & installation of roof lights (amendment to LU/197/17/PL) . Re-submission.	90/91 South Terrace Littlehampton BN17 5LJ	No Objection. In light of the further information and explanation that had been presented to the Committee and subject to the assurances received regarding the changes to the design and materials that would be used, the Committee resolved to lift its objection to the proposals.
5	Beach		LU/18/19/PO	Application for removal of planning obligation imposed on planning reference LU/192/90 dated 3/9/1991 referring to the occupation of the cottages	41 Western Rd Littlehampton BN17 5PG	No objection
5	Beach		LU/21/19/HH	Proposed demolition of outbuilding and construction of single storey side/rear extension	44 Parkside Littlehampton BN17 6BQ	No objection
5	Courtwick with Toddington	MA	LU/26/19/HH	Remove existing flat roof and replace with a pitched tiled roof	3 Barn Close Littlehampton BN17 6JU	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
5	Brookfield	DC/FT/MW	LU/334/18/PL	Extension to existing allotment site	Worthing Road Allotments Worthing Road Littlehampton BN17 6JQ	No comment.
5	Courtwick with Toddington	MA	LU/16/19/PL	Change of use of land to include into residential curtilage	47 Linnet Close Littlehampton BN17 7GW	Objection: On the ground that if approved the loss of public amenity space would set a precedent.
5	River	IB	LU/9/19/PL	Access to garden with gate & reinstatement of wall on west elevation.	64 South Terrace Littlehampton BN17 5LG	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4th March 2019
Representation on Lists 6, 7 and 8

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
6	River	IB	LU/182/18/PL	Demolition of the existing buildings & erection of 2 No. new buildings incorporating commercial (A1) at ground floor with 4 No. residential units above. Re-Submission	46A & 46B Pier Road Littlehampton BN17 5LW	
6	River	IB	LU/31/19/HH	Loft Conversion and Rear Extension	78 Queen Street Littlehampton BN17 6EL	
7	Brookfield	DC/FT/MW	LU/43/19/PL	Variation of condition 1 imposed under LU/201/16/RES relating to approved plans	Windroos Nursery & Land Adjoining Worthing Road Littlehampton BN17 6LY	
7	Courtwick with Toddington	MA	LU/2/19/PL	Extension to existing warehouse with re-cladding of existing brick built unit to match and provision of sand silos and associated plant room and increase in height of building (resubmission following LU/334/17/PL).	Unit 1 Lineside Way Littlehampton BN17 7EH	

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4th March 2019
Representation on Lists 6, 7 and 8

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
8	Courtwick with Toddington	MA	LU/47/19/RES	Approval of reserved matters following outline consent LU/355/10/ for commercial building, community changing facilities, parking, Neighbourhood Equipped Area for Play (NEAP), sports pitches, drainage & attenuation basin	Kingley Gate Courtwick Lane Littlehampton	
8	Courtwick with Toddington	MA	LU/51/19/HH	Two storey side extension. Demolition of existing garage and outbuilding, construction of new annexe (Amendments to approved scheme LU/260/18/HH)	22 Roman Acre Littlehampton BN17 7HN	

-----Original Message-----

From: A [REDACTED]

Sent: 07 February 2019 10:54

To: Planning.Responses

Subject: Environment Agency Response to: LU/310/18/PL

The proposal has been reviewed and I enclose the Environment Agency's comments on:
1 Arcade Road, Littlehampton, BN17 5AP

LPA ref: LU/310/18/PL

Information in this message may be confidential and may be legally privileged. If you have received this message by mistake, please notify the sender immediately, delete it and do not copy it to anyone else.

We have checked this email and its attachments for viruses. But you should still check any attachment before opening it.

We may have to make this message and any reply to it public if asked to under the Freedom of Information Act, Data Protection Act or for litigation. Email messages and attachments sent to or from any Environment Agency address may also be accessed by someone other than the sender or recipient, for business purposes.

To report this email as SPAM, please forward it to spam@forcepoint.com

Arun District Council
Development Control
1, Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Our ref: HA/2019/121051/01-L01
Your ref: LU/310/18/PL
Date: 07 February 2019

Dear Sir or Madam,

Addition of first floor to form self-contained flat, change of use of existing leisure use (D2 assembly & leisure) to office use (a2 financial & professional services) & external alterations.

1 Arcade Road, Littlehampton, BN17 5AP.

Thank you for consulting the Environment Agency on the above application.

We have reviewed the information as submitted and set out our position and comments below.

Environment Agency Position

We have reviewed the application and have **no objection** to the development as submitted.

The proposed development is located in tidal Flood Zone 3 (High Risk) according to our Flood Map for Planning (Rivers and the Sea). In this instance, although the Flood Risk Assessment (October 2018) submitted with this application does not comply with the requirements set out in the Planning Practice Guidance to the National Planning Policy Framework (NPPF) for Flood Risk and Coastal Change, we are taking a pragmatic view considering that habitable rooms will be located at first floor only and this will be above 4.94m AOD (0.5% AEP plus climate change), which is the design level plus an allowance for climate change. We consider this to be a sufficient measure to mitigate the tidal flood risk. Please note that whilst we are taking a pragmatic view, this is related to this particular application only and does not set a precedent for any future applications of a similar nature.

We strongly recommend that in the future the developer follows the Planning Practice Guidance to the NPPF for Flood Risk and Coastal Change when completing a Flood Risk Assessment. Further guidance can be found on the gov.uk website -

<https://www.gov.uk/guidance/flood-risk-and-coastal-change#Site-Specific-Flood-Risk->

Environment Agency
Canal Walk, ROMSEY, Hampshire, SO51 7LP.



Cont/d..

Advice to the Local Planning Authority and Applicant

Flood Proofing

We strongly recommend the use of flood proofing and resilience measures. Physical barriers, raised electrical fittings and special construction materials are just some of the ways you can help reduce flood damage.

To find out which measures will be effective for this development, please contact your Local Planning Authority's Building Control Department.

You can find out more about reducing flood damage by visiting the Planning Practice Guidance to the NPPF for Flood Risk and Coastal Change –

<https://www.gov.uk/guidance/flood-risk-and-coastal-change>

The following document may also be useful -

Department for Communities and Local Government: Improving the flood performance of new buildings -

<https://www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings>

Flood Warning and Emergency Response

We do not normally comment on or approve the adequacy of flood emergency response procedures accompanying development proposals, as we do not carry out these roles during a flood. Our involvement with this development during an emergency will be limited to delivering flood warnings to occupants/users covered by our flood warning network.

The Planning Practice Guidance to the National Planning Policy Framework states that, in determining whether a development is safe, the ability of residents and users to safely access and exit a building during a design flood and to evacuate before an extreme flood needs to be considered. One of the key considerations to ensure that any new development is safe is whether adequate flood warnings would be available to people using the development.

In all circumstances where warning and emergency response is fundamental to managing flood risk, we advise Local Planning Authorities to formally consider the emergency planning and rescue implications of new development in making their decisions. As such, we recommend you consult with your emergency planners and the emergency services to determine whether the proposals are safe in accordance with the guiding principles of the Planning Practice Guidance.

Should you have any further queries, please do not hesitate to contact me.

Yours faithfully,

Miss Suz Greenwood
Sustainable Places Advisor, Environment Agency



Littlehampton Town Council
Mr P Herbert
Manor House
Church Street
Littlehampton, W Sussex
BN17 5EW

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Your Ref: OWPC20893
Our Ref: LU/310/18/PL
Please ask for:
Mrs A Gardner

13th December 2018

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015

Addition of first floor to form self-contained flat, change of use of existing leisure use (D2 Assembly & Leisure) to office use (A2 Financial & Professional Services) & external alterations.

1 Arcade Road Littlehampton

Thank you for your internet comments made on 13th December 2018 which has been recorded as **'an objection'** with the comments as follows:

This application was considered by the Town Council's Planning and Transportation Committee at their meeting held on Monday 10th December 2018. The Committee object to the proposals on the grounds that the site is in Flood Zone 3 and the application lacked a formal flood risk assessment.

Your views will be considered before the application is determined and I shall write to inform you of any decision made.

Please be aware that if the application is to be determined by the Council's Development Control committee and your letter has been received at a late stage after the Agenda has been published you will not receive a separate letter notifying you of the date of the meeting and procedures for public speaking. In such circumstances it is recommended that you track the progress of the application on the Council's website or telephone the Council for further information. Please be advised that any comments you make that are not included within the Committee Agenda will be reported to the Members of the Development Control committee. Please also be aware that only a small number of all planning applications received go the Development Control Committee. Most are determined under delegated powers by Officers in which case your comments will again be considered before the application is determined.

Please be aware that Planning Services operate an 'open file' policy and will publish details of your comments on the internet on the Arun District Council Planning section. Please ensure that you only provide information that you are happy will be made available in this way. If you supply information belonging to a third party, please ensure you have their permission to do so. If you do not wish your comments to appear on the 'open file' please confirm this in writing and I will arrange for it to be destroyed although this means that its contents will then be disregarded.

In the event of a subsequent written representations appeal, against a refusal of planning permission on a householder application, any representations made on the application will be

automatically forwarded to the Secretary of State. Unlike all other types of appeal, there will be no further opportunity to comment at the appeal stage.

Yours faithfully



A handwritten signature in black ink, appearing to be 'NC' followed by a flourish, with a small dot below it.

Neil Crowther
Group Head of Planning

Graham Nicolls Limited
21 King Street Arundel
West Sussex BN18 9BJ

building design+technology

Planning Department
Arun District Council
Civic Centre
Maltravers Street
Littlehampton
Sussex

23.10.2018

**PROPOSED ALTERATIONS AND EXTENSION
1 ARCADE ROAD. LITTLEHAMPTON. SUSSEX
DESIGN STATEMENT**

SECTION 1 / History and Proposal:

The property consists of a single storey building currently in leisure use. It is proposed to change the current use to Office space and add a new First floor to form a one bedroom self-contained flat.

SECTION 2 / Scale: The addition of a new floor will naturally increase the height of the building, the front elevation to Arcade Road shows how this effectively bridges the difference in height between the buildings on each side.

SECTION 4 / Appearance: Existing brickwork and style of shopfront are to be retained so that at street level there is little change. The new floor is to be constructed with lightweight timber framing clad in profiled steel as is the replacement roof. It is assumed that the building had, at one time, a slated roof, the new roofing will therefore be slate coloured. The result will be a building that not only reflects the existing but presents a more contemporary face.

SECTION 5 / Use and Access: The office use will retain the same access from the street as currently exists and a new external stair will serve the new flat using the existing shared pedestrian right of way. A new gate at the Arcade Road frontage will provide additional security by deterring unauthorised access.

SECTION 6 / Consultation. NONE

SECTION 7 / Additional Statements:

7.1. Bio-Diversity: NOT APPLICABLE

7.2 Drainage: Minor alterations to the existing combined drainage system. Any existing manholes are to be re-fitted with sealed bolted down covers and consideration given to adding a non-return to the final discharge to Arcade Road

7.3 Bin storage and collection: Existing waste bins and new ones for the flat are to be located at the rear of the building as shown on the application plans.

7.4 Landscape Statement: NOT RELEVANT

7.5 Parking: NO CHANGE

7.6 Affordable Housing Statement: NOT APPLICABLE

7.7 Sustainable Development: NOT APPLICABLE

7.8 Flood Risk Assessment:

The site lies within a Code 3 Flood Zone however no additional risk is anticipated from the proposal but new electrical incoming supplies are to be placed as high as possible at ground floor level and above first floor level in the flat. In the event of localised tidal flooding, escape from the new flat will be effected via the staircase after the tide retreats.

Consideration will be given to the use of bolt down manhole covers and a non-return flap being fitted to the existing drainage system.

GRAHAM NICOLLS LIMITED

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